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ABSTRACT

The assured guidance and counseling services that are provided to the students of the Spokane, Washington School District are based on identified needs, with a building plan established that carries out services to all students. For seventh and eighth graders opportunities are provided for personal and career counseling; support groups; student progress reports; assistance to all students in registration for classes; and a personal, academic interview for every student. The assured services program provides high school students the opportunity for personalized services to students and/or parents during the school year. Services for ninth graders include implementation of a 4-year plan and a career planning folder. Services for 10th graders include reviewing and updating the educational plan and coordinating the California Occupational Preference Survey. Services for 11th graders include reviewing and updating the educational plan, and reviewing options available for future planning. For 12th grade students graduation status is reviewed, information about post-high school options is given and evaluation of college and employment information is provided. High school career centers are part of the program. Vocational and college information is included in these centers which also include computers with career search information. The High School and Beyond Planning Guide for Students and Parents is mailed to all incoming eighth graders and their parents. A program, "Choosing Your Future," is given to all juniors. The College Vocational Guide is distributed to all seniors. (ABL)

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ASSURED GUIDANCE AND COUNSELING SERVICES

The assured guidance and counseling services that are provided to the students of the Spokane School District are based on identified needs, with a building plan established that carries out services to all students. This philosophy has been adopted as a school board policy that states that the primary focus of the district guidance and counseling program is to assure that opportunities are provided for secondary students in the career, academic, and personal guidance areas.

Assured services are provided at both the junior and senior high level. For students in seventh and eighth grades, the guidance and counseling staffs in the Spokane School District assure to provide, at a minimum, opportunities for the following personalized services to students and/or parents during the school year: personal, academic, and career counseling; counseling and referral for personal and family crisis; support groups for students with identified problems; guidance information to all students; an appointment system that will enable each student to see his or her counselor; student progress reports; orientation activities; course information; crisis counseling; an exit interview when appropriate; placement assistance; consultations with students, parents, and staff about related concerns; student, parent, and teacher conferences; orientation activities; parent education opportunities; assistance to all students in the registration of classes; monitoring performance of students who are high-risk and referral to group counseling;

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opportunities to acquaint new students to school; coordination of the administration and interpretation of standardized testing; guidance activities for all seventh and eighth graders in the classroom setting; intervention and assistance for students with alcohol and other drug-related problems. These services are clearly illustrated in brochures that are annually mailed home to parents in a format that specifically defines all the services. In addition, a personal, academic interview for every student is held on a one-to-one basis.

The assured services provided to the high schools in the Spokane School District assure to provide students, at a minimum, opportunities for personalized services to students and/or parents during the school year. Students in all grades receive personal, academic, and career counseling.

Services are also designated for ninth graders which include: the implementation of a four-year plan and a career planning folder; an orientation to the career center; administration and interpretation of the Differential Aptitude Test and the California Occupational Preference Survey; and assistance for placement in special programs.

For tenth grade students, we review and update the four-year educational plan; implement a career planning folder if needed; assist tenth grade students in planning and decision making through the career center; provide information regarding testing for college admissions; register students for their eleventh grade classes;

coordinate the administration of the California Occupational Preference Survey; provide assistance for placement of students in special programs; and provide information and counseling regarding in-school programs.

At the eleventh grade level we review and update four-year educational plans, provide information regarding standardized testing, assist eleventh grade classes to review options available for future planning, register students for their twelfth grade program, interpret the Harrington O'Shea Career Decision Making Test, provide assistance for placement of students in special programs, provide information and counseling regarding post-high school options.

For twelfth grade students we continually review each student's graduation status and individually counsel the student regarding high school completion early in the school year; provide information and counseling regarding post-high school options; write recommendations and evaluations for colleges, universities, scholarships, and employment; distribute test information and application forms; act as a liaison between representatives of outside agencies; conduct college, career, scholarship, and financial aid information nights; provide assistance for placement of students in special programs.

The Spokane Public Schools provides educational excellence in guidance, counseling, and career services. An integral part of

assured services is the high school career centers, which began in January of 1984 after a comprehensive needs assessment, public hearings, and recommendation from the senior high task force, which reviewed the total high school program. The guidance and counseling needs assessment clearly identified needed services by parents, students, and staff, which were then developed into a systematic, comprehensive guidance and counseling program in the high schools.

The uses of the high school career center are designed for students, parents, and staff in several ways. Classes are scheduled in the career center; groups of students, based on interest, are invited to hear career, college, vocational speakers; individual students come in to browse, where the career planning folder can provide a central place for students to organize and maintain information.

The career planning folder is implemented at the ninth grade level and as each new student enters the high school program. The folder is maintained by the full-time career assistant in each high school and is made accessible to students in order to organize material. Inside the career planning folder are designated attachment numbers that clearly identify the types of material available to students. These attachments are provided in attractive brochure format that students can easily access as well as be made available in classrooms when counselors are making presentations.

When the students enter the career center they encounter a variety of materials that are organized in an efficient system. Vocational

biographies are available where students who enjoy reading about other careers can access the information quickly and easily.

The college rolodex system provides complete entrance information about every two- and four-year college in the United States. The students identify a two- or four-year college they are interested in and fill out a card to request a college catalog from the school(s) of their choice.

In the College Corner, students can access college material and out-of-state catalogs specifically organized for easy access. All centers have a comprehensive collection of Washington State college catalogs, which are organized alphabetically for quick access to students. Reference material on testing, as well as classroom sets of Worker-Trait Group textbooks, outline career interests, aptitudes, and outlooks and are available for individual use as well as classroom instruction by the career center assistants.

While students wait for counselors, free material is available about a variety of occupations. Each career center is equipped with a filmstrip viewer that provides students an opportunity to review sound filmstrips related to occupational choices after high school. Desktop career kits also provide quick and easy access to information about careers.

The career center activities are publicized on a calendar where students can easily identify what activities are happening for the month, such as career speakers, military speakers, and college visitations.

Each career center is equipped with a microfiche reader/printer that allows students to review microfiche information. This student is using the COIN System, which stands for the Comprehensive Occupational Information Network, where students can easily access information about all universities, colleges, majors, and courses of study in a microfiche format. The reader/printer allows students to identify areas of interest and make a quick copy that can be taken when they leave the center. Attachments are also used when students are passing through the career center or when using the center as an organized class.

Apple IIe computers are a popular item with students in the high schools, and there are five computer software programs that provide career searches, work study information, practice tests for the scholastic aptitude test, financial aid information, and college and university information. The computer printer allows students to take the copy of their program with them, and also an additional copy is made to allow the student to put their results in their career planning folder.

Military information is organized so that students can easily access the free material, and space is always allowed for reading the catalogs as well as checking the material out from the center.

The testing program is an integral part of assured services. The California Occupational Preference Survey is administered to all ninth graders, and support material is provided for students to

complete classroom projects and obtain information about their designated area of interest. Reference books related to specific occupations are provided in each career center that allow students to check out detailed books about that specific career. This guidance system is updated annually with additional books being provided each year. Individual reading time is allowed for students during, before, after school, and during lunch.

The California Occupational Preference Survey is administered to all ninth grade students and provides a beginning base for students to begin to obtain information about their career interests. Results can be kept in the career planning folders by students for future use.

The Harrington O'Shea Career Decision Making System is administered and interpreted to all juniors by counselors.

Test score dates are put in areas for easy readability and access of students. Career occupational files are maintained by each career center so students can easily access current loose-leaf information about their career. Career center assistants are responsible for organizing college speakers as well as speakers related to specific occupations and interests.

The career education program is teaching students career information search skills that allow students to identify which source of information corresponds to aptitudes, earnings, work projections.

Worker-trait group search skills are emphasized by using the McKnight worker-trait group career information materials.

The High School and Beyond Planning Guide for Student and Parents is mailed home to all incoming eighth grade students and their parents and is direct response to parental requests to receive guidance information earlier and in a more comprehensive format. This book contains a variety of information about career planning, vocational information and programs. A four-year planning sheet is included, additional information about future job outlooks, career planning, testing information for preparing for college admissions testing, requesting letters of recommendation, career planning information for college, and a complete course of study for the secondary schools is included in this book. The book is designed to link academic subject areas with the world of work.

A three-day unit called Choosing Your Future is given to all juniors through the English program and is designed to provide students with an opportunity to learn more about themselves in relation to the world of work.

The College Vocational Guide is distributed to all seniors and provides specific information about scholarships, financial aid, college admissions testing, and other pertinent information needed in making immediate post-high school plans. This information is also available separately on attachments.

Various techniques are used to generate student interest, such as these bookmarks which are made available to students to stimulate their interest in pursuing career decisions. Career center notices are displayed in hallways where students can easily access activities for the day.

The Spokane School District believes in a comprehensive developmental approach to guidance and counseling. The career program supports the counseling, remedial services, and consultant activities performed by counselors.

The school district is involved in guidance, counseling, and career development through the cooperative effort of teachers, counselors, administrators, and parents in delivering these services to students, parents, and staff.